

San Bernardino County

invites applications for the position of:

County Librarian



www.sbcounty.gov/hr



THE COUNTY LIBRARY SYSTEM

The County Library System recently celebrated its centennial by adding a 32nd branch to its thriving network of state-of-the-art facilities that provide services to unincorporated communities and 17 cities within the County. The Library is committed to providing the best level of service possible and becoming the premiere source of educational and recreational access to learning for the residents of our County. The Library offers a wide array of educational programs and resources, including a digital library, to residents of all ages. With a sound technological infrastructure, the Library is poised to meet the demands of the present and looks toward the future with an eye on growth and continually improved services that will achieve our County's Vision of a "complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play."

Our Mission

The San Bernardino County Library System (SBCL) is a dynamic network of 32 branch libraries that serves a diverse population over a vast geographic area. SBCL strives to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home.

Our Core Values

- GREAT Customer Service
- Best and Accurate Information
- Safe, Clean, Inviting Libraries
- Meaningful and Exciting Classes and Events
- Community Involvement
- Funding and Developing New Library Materials
- Developing an Outstanding Library Team

The County Library System's plans for the coming years include computer hardware and software updates to ensure the public has relevant and up-to-date access to the latest information, including digital materials. Meanwhile, all Library materials, as well as the programs offered, continue to be updated to ensure the public has resources for personal and professional development and enrichment. Recent accomplishments include implementation of the Federal E-Rate program, allowing faster internet access through Wi-Fi and computer equipment; the Library also added over \$1 million in new materials and digital content. Recently, the Library partnered with First 5 to add reading programs for children, while continuing to serve members of the Adult Learning Program. Customer service is continually enhanced to ensure the best staffing levels during normal and peak demand periods, and to maintain our clean, safe, and inviting library environments. The County Library System strives to stay ahead of the public's needs and demands by being pro-active in identifying each individual community's needs and developing relevant services.

To learn more about the County Library System and the County's Vision, visit:

www.sbclib.org

<http://cms.sbcounty.gov/cao-vision/VisionStatement.aspx>

THE COUNTY LIBRARIAN

The County of San Bernardino seeks an experienced, energetic and innovative Librarian to lead the County's Library System.

The County Librarian plans and directs the operations of the Countywide Library System which consists of 32 branch libraries. The County Librarian is responsible for the development and implementation of a wide variety of Library programs that promote Library usage by making the Library System an essential resource and an integral part of the diverse communities it serves.

The essential administrative responsibilities of this position include directing the preparation, administration, and justification of the Library budget, ensuring that program objectives are met in a cost-effective manner; overseeing personnel actions and library staff; formulating and implementing department-wide policies and procedures; and representing the Library in meetings with the Board of Supervisors, community organizations, and other officials or groups.



Library

Join Our Team!

THE QUALIFICATIONS

The highly qualified County Librarian holds a Master's degree from an ALA-Accredited Library and Information Studies program, along with five years of progressively responsible library management experience that includes managing multiple branch libraries.

This excellent candidate will inspire and effectively lead the Library team by example, with positive communication skills, possessing a proven record of solving problems with long term solutions.

The ideal candidate will possess engaging interpersonal skills, understanding the importance of working well with internal County support departments, as well as fostering relationships with other County agencies, school districts, and nonprofits.



TOTAL COMPENSATION UP TO \$186,554 ANNUALLY

The Application and Selection Process

Interested candidates are invited to apply for **County Librarian** online at www.sbcounty.gov/hr or by submitting a detailed resume, along with responses to the Supplemental Questions, to: ExecRecruit@hr.sbcounty.gov.

Applications will be accepted until a sufficient number of qualified candidates have applied.
Interested candidates are encouraged to apply ASAP as recruitment may close at any time.

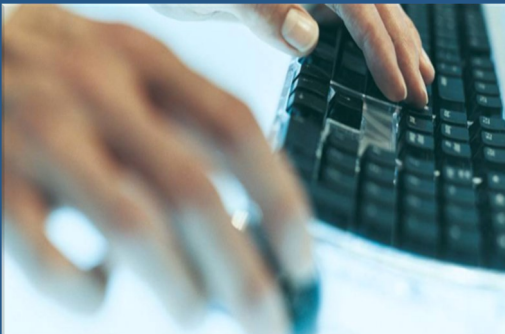
The most highly qualified candidates will be referred to the appointing authority for an interview.



SUPPLEMENTAL QUESTIONS

Please provide your response to the following supplemental questions on a separate sheet attached to your resume. You may also respond to these questions by submitting your application on-line at: www.sbcounty.gov/hr.

1. Describe your experience overseeing and coordinating staffing for a Library system. Include your specific responsibilities in acquiring, supervising, and managing paid and volunteer employees. Identify the number of subordinates, by job title & duties, for which you were responsible.
2. Describe your experience with Library budgets. Include your specific responsibilities, and how you managed Library services in times of budget growth and reduction. Identify the challenges you faced, and your responses to each.
3. Describe the types of Library programs for which you have been responsible for creating and administering. Include how you identified the need for the program, any innovations in getting the program implemented, and any partnerships you created and utilized to launch the program. Also include the problems you faced, and how you overcame those problems.



"A library is the only single place you can go to learn something new, be comforted, terrified, thrilled, saddened, overjoyed, or excited all in one day."

—Amy Neftzger

Salary and Benefits

Total Compensation
up to:

\$186,554 annually

The salary and benefits package is highly competitive:



Retirement Benefits

- ⇒ Generous County Pension—Vested after 5 years (www.sbcera.org)
- ⇒ Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary (**up to \$11,148 annually**)
- ⇒ Eligible to participate in **457(b)** Deferred Compensation Plan with County contribution of one (1) times employee contribution up to 1% of base salary (**up to \$1,393 annually**)
- ⇒ County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund – VEBA (**up to \$3,832 annually**)

***Example:** Tier 2 employee with 30 years of service at age 60 receives a life-time pension allowance of 54% of highest earning year's compensation for life.*

Health Benefits

- ⇒ Medical and dental insurance offered for employee and eligible dependents
- ⇒ Medical and dental premium subsidies to offset the cost of insurance premium - up to **\$12,795 annually**
- ⇒ Employer paid vision coverage for employee and eligible dependents
- ⇒ Eligible to participate in Flexible Spending Account with up to **\$1,040** annual County match

Paid Time Off

- ⇒ Vacation leave up to four (4) weeks annually with **cash-out option**
- ⇒ Administrative leave 80 hours annually
- ⇒ Sick leave 12 days annually with **unlimited accrual**
- ⇒ 14 paid holidays annually

Miscellaneous Benefits

- ⇒ Automobile allowance - **\$14,600 annually**
- ⇒ Portable communication device allowance - **\$2,400 annually**
- ⇒ \$1,000 tuition reimbursement annually
- ⇒ Healthy Lifestyle Program includes health club membership up to \$324 annually plus annual physical exam
- ⇒ Employer-paid term life insurance - \$50,000
- ⇒ Variable group universal life insurance with County contribution of 50% of one (1) time annual base salary
- ⇒ Long Term Disability 60% up to \$10,000 per month
- ⇒ Short Term Disability 55% up to \$1,533 per week
- ⇒ Eligible for Dependent Care Assistance Plan
- ⇒ No deduction for Social Security
- ⇒ **Relocation assistance available**

To view a complete list of Exempt Group B benefits visit:
www.sbcounty.gov/hr/Benefits_ByOccu.aspx

Annual Base Salary of \$139,346 with an increase to \$142,830 upon completion of 2080 hours.

THE COUNTY

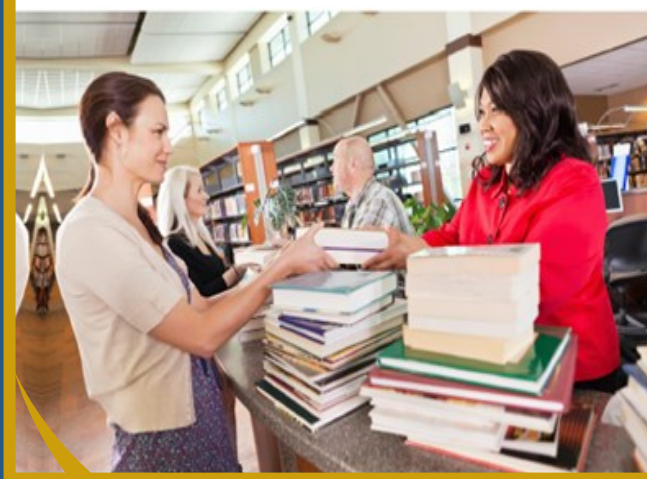
Located in the beautiful Inland Empire, the County of San Bernardino offers visitors and residents an exhilarating mixture of recreation, entertainment, academia, culture, history, and hospitality.

The largest County in the contiguous United States, its vast borders stretch from the greater Los Angeles area to the Arizona and Nevada borders. The County is comprised of 24 incorporated cities and towns, with over 2 million residents.

The County offers affordable housing and supports the creation of urban environments and protection of rural lifestyles to design senses of place that reflect local community values and history. Our communities boast excellent school systems, including local private and public colleges and universities.

San Bernardino County is ideally located in the heart of Southern California with easy access to a network of local highways and airports, and Southern California's many attractions.

The County's geographic diversity includes deserts, mountains, and arid valleys that enjoy an average 340 plus days of sunshine each year, making the County the ideal place to live, work, and play.



Contact Information:

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